

DOWNTOWN KALAMAZOO INCORPORATED  
JOB DESCRIPTION: EXECUTIVE ASSISTANT/RECEPTIONIST

POSITION SUMMARY:

Downtown Kalamazoo Incorporated (DKI) is seeking energetic, detail oriented, well-organized Executive Assistant/Receptionist. This position will provide support services to the President and other management staff as needed. This a fulltime salaried position. Pay range starts at \$12/hour.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Responsible for Board and Committee agendas and minutes, maintenance of Board books, and preparation of orientation binders.
- Prepares and coordinates necessary documents, photocopying, and assembly of documents for various meetings.
- Emails or places phone and conference calls for meeting reminders.
- Maintain DKI calendar and coordinate meetings and appointments for DKI staff.
- Answer phones and refer calls to appropriate staff, city department, or other organization, serving as an information resource for Downtown Kalamazoo.
- Greet visitors and direct to appropriate staff person, city department, or other business or organization and serve as information resource for Downtown Kalamazoo.
- Provides support services to the President as well as other staff as necessary.
- Computer knowledge in Microsoft Word, Excel, Outlook, Publisher, PowerPoint, and Photoshop.
- IT knowledge a plus- phones, computers, web, printers, and copiers.
- Maintain office supplies, equipment, and meeting supplies
- Assist with administration of Downtown Dollar program.

REQUIREMENTS:

- Strong interpersonal skills
- Strong organizational skills a must.
- Must be detail oriented and have strong time-management, proof reading, and writing skills.
- Ability to handle questions/complaints in a professional manner.
- Strong typing skills. Minimum of (60) words/minute.
- Ability to sit and work at a computer for long periods
- Driver's License

APPLICATION DEADLINE: May 16, 2016

Applications may be submitted to: Steve Deisler  
Executive Director  
141 East Michigan Avenue, Suite 501  
Kalamazoo, MI 49007  
[SDeisler@dkl.org](mailto:SDeisler@dkl.org)  
[www.downtownkalamazoo.org](http://www.downtownkalamazoo.org)